

CITY CLERK'S OFFICE



MISSION STATEMENT:

To provide a high level of informational and public relation services to elected officials, public, and staff. Fulfill State and local mandates, as well as prepare and distribute weekly agenda material.



The City Clerk's Office performs a variety of functions. One of its primary functions is providing support to the City Council by noticing, preparing, and distributing the City Council Agenda and drafting complete and accurate minutes for Council approval. The Department is responsible for administering the Political Reform Act and fulfilling all legal requirements in accordance with State law.

The City Clerk's Office is often the first stop when looking for information within the City of Fresno. This Office provides friendly, accurate, timely, professional assistance to members of the public and City departments. Requests for research, copies of Council tapes, City documents, information on past Council action, and projected issues of discussion are a few

of the daily services provided.


This Office is also responsible for managing the official records of the City of Fresno. This includes maintaining records of all documents considered by the City Council during Council meetings; facilitating and coordinating up-to-date revisions to the City Code and Charter; and maintaining official records such as contracts, resolutions, ordinances, and deeds.

A Citywide central off-site records center is coordinated by the City Clerk's Office. The Citywide Records Retention Schedule is maintained by this Office and amended as necessary. Another function of the Records Center is to provide ongoing records destruction, in accordance with the records retention schedule and with approval of the involved department/division.

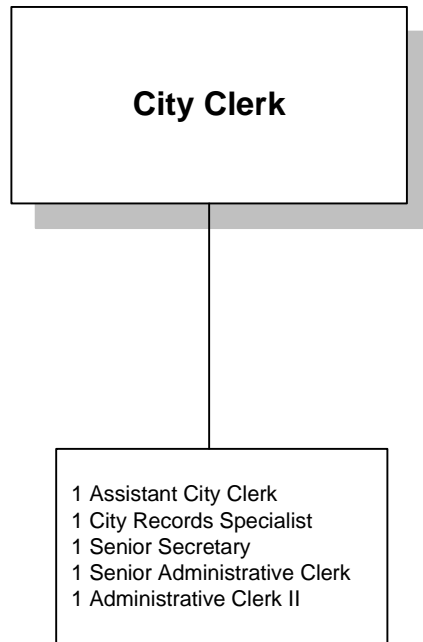
SPECIAL PROGRAMS

- **Employee Recognition Program:** The City Clerk's Office coordinates the quarterly Professionalism, Responsiveness, Innovation, Direction, and Excellence (PRIDE) program, wherein City employees are selected by their departments for outstanding effort within their units. This includes formal acknowledgment by the Council during a regular meeting, with a reception following.
 - ▶ A semiannual Employee Service Award Presentation is coordinated by the Clerk's Office to recognize those employees having worked for the City of Fresno for 10, 15, 20, 25, and more years. Resolutions of Appreciation are presented by the Council members during an informal reception.
- **Community Affairs Program:** Comcast airs a weekly community affairs program entitled "City in Action", which is produced by the Clerk's Office. The City Clerk's Office contacts, or is contacted by, members of local organizations, charity programs, City staff, and others, and coordinates an interview-type of program wherein information is provided regarding many local events and programs.

FY 2002/2003 ACCOMPLISHMENTS

- The City Clerk's Office has continued to maintain all records and documents on an up-to-date basis and has continued to disseminate information as requests are received. Ongoing responsibilities include preparation of City Council and Redevelopment Agency agendas/packets; transcription of official minutes of weekly meetings; conformation and certification of Council-adopted documents, i.e., ordinances and resolutions; administration of Political Reform Act requirements; as well as projects as assigned by individual Council members.
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- The off-site records center is being relocated to a smaller facility. This will necessitate a change in how the records program is implemented as the City Clerk's Office will now be responsible only for those records required to be retained on a permanent basis, either for historical purposes or legal reasons. Locked storage units or cages are available and accessible only by the individual Department and the Facilities Manager. Prior to the relocation, staff from the Clerk's Office disposed of those records once they reached their destruction date and provided assistance to records staff from involved Departments to facilitate the smooth transition.
 - Working with staff from the Information Services Department (ISD), the Clerk's Office purchased software which will allow greater public access to the weekly City Council agenda as well as the supporting staff reports for each item. ISD is currently working on making this program available by the end of October 2003. This will allow staff and members of the public to access the weekly agenda through the City's web page and, by clicking on a specific agenda title, access the staff report. This will not only increase access to public information but will save on printing costs.

ORGANIZATION CHART - FY 2004



6.00 Permanent Full-Time Positions
6.00 Authorized Positions

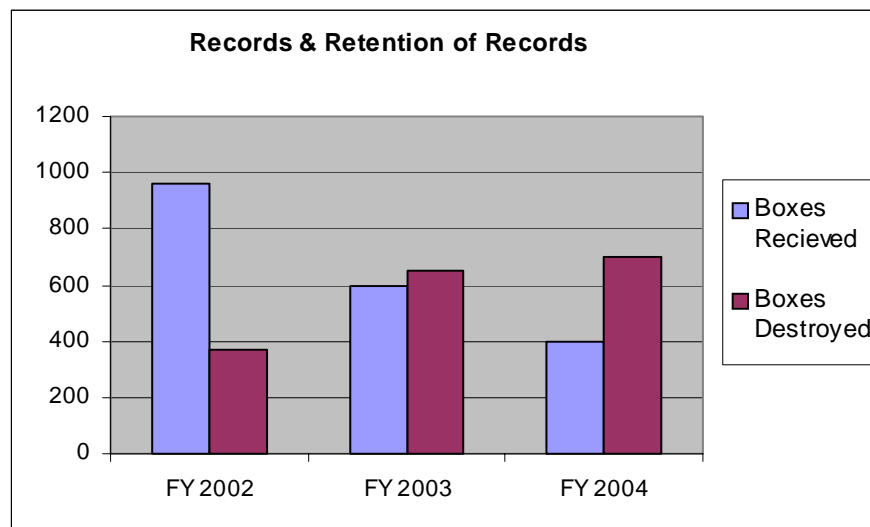
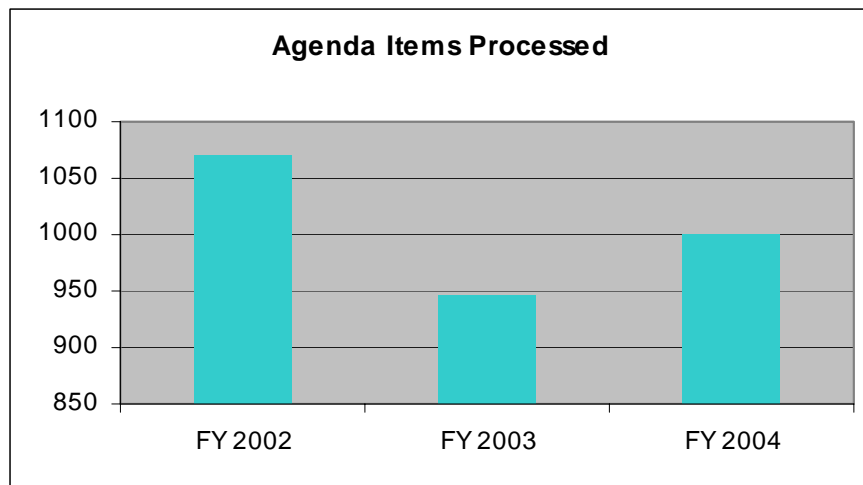
AUTHORIZED POSITIONS SUMMARY

DIVISION	FY 2002	FY 2003	FY 2004
City Clerk	1.00	1.00	1.00
Staff	5.00	5.00	5.00
TOTAL	6.00	6.00	6.00

AUTHORIZED POSITIONS

Title	Authorized Positions FY 2002	Authorized Positions FY 2003	Budgeted Positions FY 2004
PERMANENT FULL-TIME			
Administrative Clerk II	1.00	0.00	1.00
Assistant City Clerk	1.00	1.00	1.00
City Clerk	1.00	1.00	1.00
City Records Specialist	1.00	1.00	1.00
Account Clerk II	0.00	1.00	0.00
Senior Administrative Clerk	1.00	1.00	1.00
Senior Secretary	1.00	1.00	1.00
Full-Time Total	6.00	6.00	6.00
Division Total	6.00	6.00	6.00

ACTIVITY INDICATORS



MANAGEMENT BY OBJECTIVE

MBO	Measure	Performance	
		FY 2003	FY 2004
Timely preparation of weekly agendas.	Number of agenda items processed annually.	946	1,000
Effective recording and retention of records.	Number of boxes received into records storage.	600	400
	Number of boxes destroyed from records storage per approved schedule.	652	700



BUDGET COMMENTS

- Funding for the annual lease agreement for the records center is \$40,000.
- The City Clerk's Office has met their target budget for FY 2004. This was achieved through reductions of the interdepartmental charges.



DEPARTMENT FUNDING BY SOURCE

Fund	FY 2001 Actuals	FY 2002 Actuals	FY 2003 Adopted	FY 2004 Proposed	FY 2004 Adopted
General Fund—Support	\$ 535,000	\$ 578,600	\$ 649,900	\$ 638,900	\$ 638,900
General Fund—Other	8,700	7,800	10,500	10,500	10,500
TOTAL \$	543,700	586,400	660,400	649,400	649,400

DEPARTMENT SUMMARY APPROPRIATIONS

Expenditures	FY 2001 Actuals	FY 2002 Actuals	FY 2003 Adopted	FY 2004 Proposed	FY 2004 Adopted
City Clerk Office	\$ 543,700	\$ 586,400	\$ 660,400	\$ 649,400	\$ 649,400
TOTAL \$	543,700	586,400	660,400	649,400	649,400



DIVISION: 120100 City Clerk's Office Division

FUND: 10101 General Fund

Account Number Description	FY 01 Actuals	FY 02 Actuals	FY 03 Adopted	FY 04 Proposed	FY 04 Adopted
PERSONNEL SERVICES					
51101 Permanent Salaries	244,783	232,826	257,600	260,800	260,800
51102 Fringe	35,534	33,478	39,300	39,300	39,300
51103 Employee Leave Payoff	3,800	6,102	5,500	4,900	4,900
51201 Non-Permanent Salaries	-134	134	0	0	0
51202 Non-Permanent Fringe	-10	10	0	0	0
51401 Premium Pay	1,280	1,151	1,500	0	0
51501 Contract Extra Help	375	410	1,000	0	0
52302 Gen Svc Pens Oblig Bnd Dbt Svc	0	0	0	0	0
52601 Worker's Compensation	300	0	0	0	0
52901 Recurring Vehicle Allowance	3,600	3,600	3,600	3,600	3,600
Total Personnel Services	289,528	277,711	308,500	308,600	308,600
NON PERSONNEL SERVICES					
53302 Prof Svcs/Consulting - Outside	60	68	0	0	0
53402 Specialized Services /Tech	0	294	0	0	0
54301 O/S Repair, Maint & Serv- Bldg	526	526	500	500	500
54303 Service Contracts-Office Equip	861	1,244	1,200	1,200	1,200
54305 O/S Repair & Maint.-Equipment	0	0	400	400	400
54411 Space Rentals	198	318	40,200	78,200	78,200
55501 Printing & Binding--O/S Vendor	5,947	4,104	5,700	5,700	5,700
55801 Training	1,063	498	1,500	0	0
55803 Travel & Conference	2,501	0	0	0	0
55804 Misc. Subsistence Expense	811	681	500	500	500
56106 Postage	0	0	2,900	2,900	2,900
56107 Office Supplies	2,039	1,764	2,200	2,200	2,200
56108 Photographic Supplies & Proc	59	130	700	700	700
58005 Miscellaneous Expenditures	74	36	0	0	0
58016 Membership & Dues	555	2,673	600	600	600
59102 City Attorney-Variable Charge	3,964	11,250	7,800	3,500	3,500
59103 Variable Charges-Budget (BMSD)	693	500	700	600	600
59105 Purchasing - Variable Charge	242	311	1,400	1,400	1,400
59106 Variable Charges For HR-Oper	1,227	5,200	7,300	7,300	7,300
59107 Training Unit Charges HR	0	0	400	400	400
59108 Variable Charges For HR-Lab RI	792	700	700	700	700
59109 Variable Charges For Finance	2,892	3,400	3,700	3,700	3,700
59114 Internal Audit Var Chgs	296	400	300	200	200
59302 Info Systems Service Charge	12,573	8,000	6,700	10,000	10,000
59303 Info Systems Equip Charge	9,674	44,100	56,100	8,300	8,300
59304 Property Self-Insurance Chgs	198	200	200	200	200
59305 Liability Self-Insurance Chgs	198	200	200	200	200
59306 Chgs For Msngr/Mail/Copier Svc	64,994	75,820	71,800	71,800	71,800
59307 Charges For Telephone Service	3,061	2,917	3,000	4,100	4,100
59309 Facilities Management Charges	55,049	63,412	47,800	48,100	48,100
59312 Fleet Services Charge	11	11	0	0	0
59314 City Hall Rent	83,506	79,922	87,300	87,300	87,300

City Clerk's Office

DIVISION: 120100 City Clerk's Office Division**FUND: 10101 General Fund**

Account Number	Description	FY 01 Actuals	FY 02 Actuals	FY 03 Adopted	FY 04 Proposed	FY 04 Adopted
NON PERSONNEL SERVICES						
59315	Employee/Visitor Prking Perm	100	0	100	100	100
	Non Personnel Services	254,164	308,679	351,900	340,800	340,800
	FUND TOTAL	543,692	586,390	660,400	649,400	649,400